

King, Valerie A.

From: Schuster, Dave
Sent: Wednesday, January 21, 2004 11:57 AM
To: Nixon, Gerry M.; S. Werley Michael (Werley, Michael S); Charles L. Gaworski (Gaworski, Charles L.)
Cc: King, Valerie A.; Podraza, Ken F.; Zhang, Mingda (R&D); Lau, Raymond W.
Subject: Weekly Schedules Meeting
Sensitivity: Confidential

Just wanted to give you an update on our schedule's meeting with Ken; Val was also present. Basically, it was decided that this time will be used to discuss, update, resolve issues in the action item and summary product testing logs and if time permits to discuss other scheduling issues. Ken may not attend all meetings. In order to accomplish the above goals, I recommend the following:

Step 1: By close of business each Monday, Mike and Chuck will send me any final updates to the action item log via the action item log templates (attached). Note: this process does not preclude Mike or Chuck from sending me periodic updates via the template anytime during the prior week—very much encouraged to do so.
Step 2: By close of business each Monday, Mike, Chuck and Val will also send me any final updates to the summary product testing log.
Step 3: I will do a final update of both logs and bring sufficient copies of the updated logs to our weekly schedule's meeting for discussion and if Ken is present, get his final approval of all updates. If Ken is not present, I will obtain his approval at a later time.

You will note that this is the same process we use to obtain all updates to include the master schedules prior to Rick's Staff Meetings but wanted to high light the steps again just in case some of you forgot. If this process is to work and to have a productive weekly schedule's meeting, it will be imperative that I receive these updates on time—close of business Mondays. Also, please bring the latest updated schedule's packet that I give you each week. Just a reminder that you can always find the current logs and schedules on the WSA Group folder. Please let Gerry know if you can not access this folder. Soon this will be available in the newly established WSA Workspace in EDMS.

I am also attaching the latest version of the action item and summary product testing logs. I will be delivering your hard copy master schedules and logs soon.

As always, your comments are welcome—we want to continue to improve our processes.

Thanks,

Dave

Dave Schuster
Project Management Consultant (Quantum Resources)
RD&E, Bldg A1
274-7266

Kb LT Schedule

1/26/2004

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